



**- INTERNAL JOB OPPORTUNITY -**  
**Asset Management and Protection**  
**Natural Resource Program Coordinator (SEPA/Rules Coordinator)**

**CLOSES:** December 22, 2004

**SALARY:** \$3,215 - \$4,115 Range 52

**APPOINTMENT TYPE:** Permanent, FT

**LOCATION:** Olympia, WA

**POSITION PROFILE:**

This position reports to the Assistant Division Manager, Environmental & Legal Strategies Section, and serves as the department's rules coordinator and is the SEPA coordinator for the department's recreation and public use proposals.

- Coordinates the department's rule-making activities in order to ensure compliance with state Administrative Policy Act requirements including coordination with the Office of Regulatory Assistance and the Office of the Code Reviser;
- Provides training, guidance and assistance regarding rule making activities, including preparing and maintaining rules making guidance and rules intranet website;
- Provides technical and policy guidance, coordination and assistance regarding SEPA compliance for recreation, public use and related proposals;
- Coordinates the development and updating of SEPA guidance, including the DNR SEPA Handbook, and SEPA training activities.

**DESIRED KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS:**

The successful candidate will have:

- A minimum of one year interpreting and applying SEPA requirements or processing of SEPA documents within a local or state agency, or
- A minimum of one year interpreting and developing rules under the state Administrative Policy Act, IF substituting paraprofessional experience (see job class specifications regarding substituting experience);
- The ability to synthesize complex information and conduct efficient briefings;
- The ability to communicate efficiently and effectively, both orally and in writing;
- The ability to plan and manage multiple activities with legally mandated time schedules;
- Effective, demonstrated critical thinking skills;
- The ability to successfully coordinate complex processes and information with a variety of staff, managers, and stakeholders from across the state.

**WHO MAY APPLY:** Permanent DNR employees who are on the promotional register or who are eligible to transfer may apply. You may apply to the Natural Resource Program Coordinator register at:

<http://hr.dop.wa.gov/statejobs/bulletins/CURRENT/14355oc.htm>

**APPLICATION PROCESS:** Please submit a Washington State Job Application or resume and a letter of interest describing how your qualifications relate to the position to Shea Richardson at [shea.richardson@wadnr.gov](mailto:shea.richardson@wadnr.gov) or to Mailstop: 47033 by 5:00pm on the closing date. (If submitting your application by e-mail, please indicate NRPC in the subject line.)

Questions about this position? Please contact Stephen Saunders at 360.902-1488.

This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format may call (360) 902-1150. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.

If submitting your application by e-mail, please indicate NRPC in the subject line.